U.S. Department of Agriculture

Child and Adult Care Food Program (CACFP)

2006 Building for the Future Awards Application

Purpose: The purpose of the **2006 Building for the Future Awards** is to identify and recognize State agencies and Institutions for innovative practices or methods that have improved Program efficiency and integrity, and for effectiveness in implementing training or facilitating outreach. The Awards also identify innovative practices and initiatives in the CACFP that can be transferred for use to other Program operators.

Time Period: The Awards are given on a bi-annual basis to coordinate with the CACFP National Professional Association conference. Applications may be for either 2004, 2005 or both years.

Award Categories: Applicants may apply by selecting the appropriate Category and addressing one of the Areas. For applicants who wish to be considered for more than one Area, please submit a separate application for each Area.

Categories	Areas
1. State Agencies	A. Enhancing Program Efficiency Through Technology
	B. Innovative Training and Technical Assistance
2. Institutions	C. Outreach and Community Partnerships
	D. Program Integrity
	E. Nutrition Education and Promotion

Judging Criteria: All applications will be evaluated based on the ability to demonstrate:

- Innovation: practice(s) that makes the initiative or activity outstanding or innovative.
- Effectiveness: measurable results that have been achieved through this initiative or activity.
- Transferability: practice(s) that can be duplicated by other State agencies or Institutions.

Please note that the complexity of the submission is not a factor in judging the application – it could be a form, product, procedure or process. Submissions in any category that include a on-line or software system must have been designed in-house by the institution or State agency using commercial off-the-shelf software packages. Systems utilizing proprietary software will not be considered for an award.

To Apply: Applicants must complete and submit the following documents:

1. **Entry Form** (see attachment).
2. **Written Application:** Select one Area (A, B, C, D, or E) per application and submit your justification. Suggestions for each of the award areas are provided on pages 3 through 6 of this application packet. **Please note that these are simply suggestions and applications are not limited to the items listed.** Applications must be no longer than 2 pages, single-spaced, 12 pt. font with 1 inch margins. You may include supporting material with your application if you believe it will strengthen your application (e.g., promotional materials developed, videos produced, examples of forms developed, etc.). Please note that materials submitted **will not** be returned.

Category 1 - State Agencies:

Note: The bulleted items under each of the Areas below are only suggestions of the type of initiatives or activities that may be submitted for consideration; other accomplishments are encouraged to strengthen your submission. If selected, the information will be posted on CACFP website and shared with other State agencies and Institution in an effort to increase CACFP efficiency and integrity nationwide.

Area A: Enhancing Program Efficiency Through Technology

- Technical applications/software development
- Forms design
- On-line systems for application and claim submission
- System edit checks
- Automated payment systems
- Technical applications/software development for the multi-year renewal application process

Area B: Innovative Training and Technical Assistance

- On-line systems and/or software for a specific target audience, i.e. centers or sponsors
- Training on Integrity Rule changes – 2nd Interim Rule
- Programs to help providers become licensed and/or move from license-exempt to regulated status, and/or become accredited
- Procedures for providing CACFP updates and policy changes to participating institutions and any follow-up mechanisms in place to ensure the information was received and implemented
- Methods for improving access to training and the accessibility of training
- Development of additional training resources (e.g., videos, handbooks, website, lesson plans, etc.) to complement formal or on-site training
- Methods of measuring the effectiveness of training
- On-line tracking systems for capturing the history of Technical Assistance given by the State agency to Sponsors/Centers (assist SAs to target their training)
- On-line history of Technical Assistance available to all enrolled Sponsors/Centers by category (allows sites to answer their own questions)

Area C: Outreach and Community Partnerships

- Innovative ways of targeting underserved areas and populations
- Public and private partnerships
- Collaboration with other state & local government offices, non-profits, advocate groups, and/or faith-based organizations
- Outreach tools to increase participation for school-age childcare, at-risk snacks/suppers, or homeless shelters
- Development of effective media tools

Category 1 - State Agencies (continued)

- Building effective partnerships with media outlets
- Program expansion
- Development of materials in alternative languages
- Leadership, innovation and collaboration with other FNS programs and community agencies in the State Nutrition Action Plans (SNAP)
- Development of materials created for families with learning disabilities, mental health issues or with lower literacy levels
- Attempts at evaluating the effectiveness of private/public partnerships (for example has the SA noticed an increase in referrals/enrollments based on new/renewed relationships)

Area D: Program Integrity

- Innovative ways of communicating and implementing integrity changes
- Processes for determining if sponsors are Viable, Capable and Accountable
- Effective ways of implementing the Serious Deficiency Process
- Innovative steps that have been taken to improve the application, management plan, and budget approval process
- Systems used to determine if the budget accurately reflects the needs of the institution
- Implementation of new State oversight tools

Area E: Nutrition Education and Promotion

- Innovative ways of promoting healthy eating and how staff help providers make better choices regarding the diet and nutritional needs of young children
- Creative ways to increase physical activities and encourage children to engage in those activities
- Collaboration of State agencies with community groups to develop programs that resulted in behavior change in the areas of increased physical activity and/or healthier eating habits

Category 2 - Institutions:

Note: The bulleted items under each of the Areas below are only suggestions of the type of initiatives or activities that may be submitted for consideration. Other accomplishments addressing these areas will also be welcomed. If selected, the information will be posted on CACFP website and shared with other State agencies and Institution in an effort to increase CACFP efficiency and integrity nationwide.

Area A: Enhancing Program Efficiency Through Technology

- Technical applications/software development
- Forms design
- On-line systems for application and claim submission
- System edit checks
- Automated payment systems

Area B: Innovative Training and Technical Assistance

- On-line systems and/or software for a specific target audience, i.e. providers or centers
- Training on Integrity Rule changes
- Programs to help providers become licensed and/or move from license-exempt to regulated status, and/or become accredited
- Procedures for providing CACFP updates and policy changes to centers and providers, and any follow-up mechanisms in place to ensure the information was received and implemented
- Methods for improving access to training and the accessibility of training
- Development of additional training resources (e.g., videos, handbooks, website, lesson plans, etc.) to complement formal or on-site training
- Methods of measuring the effectiveness of training
- Innovative methods for providing technical assistance

Area C: Outreach and Community Partnerships

- Innovative ways of targeting underserved areas and populations
- Public and private partnerships
- Collaboration with state & local government offices, non-profits, advocate groups, and/or faith-based organizations
- Outreach tools to increase participation for school-age childcare, at-risk snacks/suppers, or homeless shelters
- Development of effective media tools
- Building effective partnerships with media outlets
- Program expansion
- Development of materials in alternative languages
- Accommodation of non-English speaking providers in the sponsorship
- Examples of successful fundraising strategies to supplement CACFP funding to strengthen its financial viability.

Category 2 - Institutions (continued)

Area D: Program Integrity

- Innovative ways of communicating and implementing integrity changes – 2nd Integrity Rule
- Effective ways of implementing the Serious Deficiency Process
- Processes to adjust sponsor's management responsibilities to keep pace with program growth
- Ways of attracting committed and involved people for the sponsor's Board of Directors
- Methods of ensuring the accuracy of claims submitted by providers and centers
- Implementation of new sponsor oversight tools
- Methods of ensuring the accuracy of claims submitted by providers (block claims)

Area E: Nutrition Education and Promotion

- Innovative ways of promoting healthy eating and how center staff help providers make better choices regarding the diet and nutritional needs of young children
- Creative ways to increase physical activities and encourage children to engage in those activities
- Collaboration of State agencies with community groups to develop programs that resulted in behavior change in the areas of increased physical activity and/or healthier eating habits.

Where to Send Your Completed Application and Entry Form:

If you are a:	Send your application to:
State agency	Your Regional Office
Institution	Your State agency

State agencies:

- Forward this packet to your Institutions, soliciting applications for practices or innovations worthy of consideration.
- Nominate or select Institutions that, through your evaluations, are worthy of consideration. Please note that more than one application may be forwarded for each area.
- Certify that selected nominees are in compliance with regulatory requirements as shown by their latest review (use the certification form included as part of the attached entry form).
- Forward the nominations, entry forms, and signed certification forms to your regional office by the due date established by your Regional office.

Regional offices:

- Establish a regional deadline for submission of awards.
- Nominate or select States that, through your evaluations, are worthy of consideration. Please note that more than one application may be forwarded in each area.
- Review each State-nominated Institution application you receive and verify compliance with regulatory requirements as shown in the last review.
- Certify that nominated State agencies are in compliance with regulatory requirements as shown by their latest review (use the certification form included as part of the attached entry form).
- Forward the State agency and Institution applications, entry forms, and signed certification forms to Headquarters so that they will be received no later than **December 2, 2005.**

| | **U.S. Department of Agriculture**

Child and Adult Care Food Program (CACFP)

2006 Building for the Future Awards ENTRY FORM |

Contact Information:

(Please type if possible)

       Name (person completing application):

       Title:

       Agency/Institution Name and Address:

       Phone:

       Fax:

       E-mail Address:

Category: (check the Category for nominee)

       ___ State agency
       ___ Institution

Profile: (Complete as applicable)
(Please use combined totals of all CACFP facilities whenever possible).

1. Meal service(s) nominee provides through CACFP (check all that apply):

       ___ Breakfast
       ___ Lunch
       ___ Supper
       ___ A.m. and/or p.m. snack
       ___ Afterschool snack

2. How many centers does nominee have in the CACFP? _____

How many family day care homes does nominee have in the CACFP? _____

How many CACFP sponsors does nominee have? _____

3. What was the average daily participation (ADP) at nominee's facilities in 2003? _____

   What was the ADP at nominee's facilities in 2004? _____

   What was the ADP at nominee's facilities in 2005 (if available)? _____
   (Programs with more than one site should provide ADP's for each site).

4. Of the most recent number available, list approximately what percentage of CACFP participants served are:

   Children of migrant workers _____

   Children with special needs _____

   Homeless children _____

   Children in rural areas _____

   Other (please specify) _____

5. How many hours of training was offered in the past 12 months? _____

6. Did this training lead to any type of professional accreditation or certification? If yes, list certification: _____

7. If nominee was part of a partnership, list the amount of money or additional resources (staff time, donated food items, etc.) the partners contributed for Fiscal Year 2005 (October 1- September 30).

   Money, in $ amount _____

   Additional resources _____

   in $ amount _____

COMPLIANCE CERTIFICATION
(For use by State agencies to certify Institutions)

STATE of _____ is certifying Institution _____

Name (Please Print): _____

Title: _____

Phone Number: _____

E-mail Address: _____

I certify that based on a thorough review of all Program requirements, the applicant is in compliance with Program regulations.

Signature: _____ Date: _____

COMPLIANCE CERTIFICATION
(For use by Regional offices to certify State agencies)

_____Regional Office is certifying State of _____

Name (Please Print): _____

Title: _____

I certify that based on a thorough review of all Program requirements, the applicant is in compliance with Program regulations.

Signature: _____ Date: _____